

APPLICATION FOR EMPLOYMENT

Jones County Board of Commissioners
P. O. Box 1359
Gray, GA 31032



Telephone 478-986-8229
478-986-8232

Internet address: www.jonescountyga.org

POSITION APPLIED FOR:

◆ Human Resources Department, Jones County Government Center
P. O. Box 1359, 166 Industrial Blvd, Gray, Georgia 31032 ◆

All information provided on this application **MUST BE COMPLETE** so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. Jones County Board of Commissioners will hire only authorized workers, regardless of national origin. This application must be typed or printed. Please complete one application for each position for which you are applying. **YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.**

INCOMPLETE APPLICATIONS MAY BE REJECTED

Personal Data

Salary Requirement: _____

Last Name First (given) Middle Other name(s) under which you have been employed

Address: Street Apt # City State Zip Code

E-mail Address: _____

Telephone: _____ _____ _____
Home Phone # Work Phone # Cell Phone #

How did you hear of this opening? _____ Date available to begin: _____

WILL YOU ACCEPT: Temporary Work? Part-Time Work? Shift Work? Weekend/Holiday?
(Check all that apply)

Are you over 18 years old? _____ Are you eligible to work in the United States either because you are a U. S. citizen or have U. S. government permission to do so? No Yes

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Have you ever worked for us before? No Yes If yes, when and where? _____

Give name, relationship, & department of any relatives who are employed by the Jones County Board of Commissioners.

Do you use tobacco products? No Yes If yes, explain: _____

DRIVER'S HISTORY INFORMATION:

Do you have a valid Drivers License? No Yes

License # _____ Class _____ State _____

Have you received any traffic violations in the past 3 years? No Yes If yes, list type of offense and dates:

CRIMINAL HISTORY INFORMATION:

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a misdemeanor? (for example: DUI, Bad Checks, etc.) No Yes (Omit non-moving traffic violations/parking tickets and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law). If yes, describe the circumstances: (Date, Place, Charges, Disposition). Use additional sheets if necessary.

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a felony? No Yes If yes, describe the circumstances: (Date, Place, Charges, Disposition). Use additional sheets if necessary.

NOTE: An applicant convicted of a criminal offense involving the manufacture, distribution, trafficking, or sale of a controlled substance, dangerous drugs or marijuana, or convicted of any felony involving a violent crime such as assault with a deadly weapon, aggravated assault or murder are ineligible for employment with the Jones County Board of Commissioners. Such applicants shall be automatically rejected. Applicants convicted of any other felony will be considered on a case-by-case basis. An applicant who has been convicted of any felony or misdemeanor and has received a pardon from the appropriate State Pardons Parole Board shall be eligible for employment with the Jones County Board of Commissioners.

Have you ever been suspended, demoted, dismissed or asked to resign from any job? No Yes

If yes, explain in detail: _____

“We are an Equal Opportunity Employer”

EDUCATION

High School

Name _____ Address: _____
 (name of the high school or state authority issuing the diploma or certificate)

Circle highest grade completed: 7 8 9 10 11 12 Graduated? No Yes
 If not a high school graduate, do you have a GED? No Yes

Colleges/Universities

Please complete the following section for post-secondary education (Technical Schools/Colleges/Universities):

Name of School	City	State	If No Degree, Hours Earned		Major	Type of Degree	Degree Earned yes/no
			Quarter	Semester			

Describe any specialized training, qualifications, apprenticeship, skills, and extra-curricular activities which relate to the job for which you are applying. Include office equipment, computer skills, foreign language skills, typing skills, and business equipment or machine operating skills which may relate to the position for which you are applying. **Use additional sheets if necessary.**

REFERENCES – Give names, addresses, and telephone numbers of three (3) references that **ARE NOT** related to you and **ARE NOT** previous employers.

1. _____
 Name Phone #

Address: Street Apt # City State Zip Code

2. _____
 Name Phone #

Address: Street Apt # City State Zip Code

3. _____
 Name Phone #

Address: Street Apt # City State Zip Code

Work History

Describe your work history **beginning with your current or most recent job**. Include military and volunteer experience and periods of unemployment. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary.

A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Use additional sheets if necessary.



Name of Organization or Firm: _____ Telephone: _____

Address: _____
Street

City State Zip Code
Dates Employed:
From Mo/Yr _____ To Mo/Yr _____
Total Time Employed: _____

Name of Your Supervisor: _____ Pay Start: _____ End: _____

Your Official Job Title: _____

Specific Reason for Leaving: _____

Describe Your Specific Job Duties: _____



Name of Organization or Firm: _____ Telephone: _____

Address: _____
Street

City State Zip Code
Dates Employed:
From Mo/Yr _____ To Mo/Yr _____
Total Time Employed: _____

Name of Your Supervisor: _____ Pay Start: _____ End: _____

Your Official Job Title: _____

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Name of Organization or Firm: _____ Telephone: _____

Address: _____

Street

Dates Employed:

From Mo/Yr _____ To Mo/Yr _____

City

State

Zip Code

Total Time Employed: _____

Name of Your Supervisor: _____ Pay Start: _____ End: _____

Your Official Job Title: _____

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Name of Organization or Firm: _____ Telephone: _____

Address: _____

Street

Dates Employed:

From Mo/Yr _____ To Mo/Yr _____

City

State

Zip Code

Total Time Employed: _____

Name of Your Supervisor: _____ Pay Start: _____ End: _____

Your Official Job Title: _____

Specific Reason for Leaving: _____

Describe Your Specific Job Duties: _____



Please use this space for additional information pertinent to your education, training and experience:

Alcohol and Controlled Substance Testing

As a condition of employment with the Jones County Board of Commisisoners, you will be required to submit to an alcohol and controlled substance test. Employees must, as a condition of employment, abide by our policies regarding the effects of drug use and the unlawful possession of controlled substances. Employees are expected to report for work without the effects of illegal drugs and alcohol in their bodily systems. Employees must report any conviction under a criminal drug statue for such violations. A report of the conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988). In order to be employed by the Jones County Board of Commissioners, you must successfully pass the aforementioned testing.

By signing this form, I acknowledge the above and consent to such an examination and test.

Date: _____ Signature: _____



Applicant's Certification and Agreement

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The Jones County Board of Commissioners is hereby authorized to make any investigation of my prior educational and work history. Finally, I agree that all records generated for purposes of employment are property of and shall remain the sole and exclusive property of the Jones County Board of Commissioners.

Date _____ Applicant's Signature _____

Resumes, letters of reference, etc. submitted with the application become the property of the Jones County Board of Commissioners and will not be returned. The information you have provided on the application is subject to public disclosure under the Georgia Open Records Act.

ALL OFFICIAL APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES.



EQUAL OPPORTUNITY EMPLOYER

JONES COUNTY GOVERNMENT HUMAN RESOURCES DEPARTMENT

The following information is requested on a voluntary basis and will not be filed with your application. It is the policy of the Jones County Board of Commissioners to ensure equal opportunity in employment and promotion. This policy will be administered without regard to race, religion, color, national origin, marital or veteran status, sex, age, or disability.

Failure to complete this form will not affect your application for a position.

Your cooperation is appreciated. If you prefer not to reply, you may leave this sheet blank.

If you have questions, please contact the Human Resources Department at 478-986-8230.



Position applied for _____.

Date of application _____.

Male _____ Female _____ Date of Birth _____

WITH WHICH ETHNIC GROUP DO YOU MOST IDENTIFY?

1. _____ Black – Not of Hispanic Origins
2. _____ Caucasian – Includes origins in Europe, North Africa, Middle East; not Hispanic or East Indian.
3. _____ Hispanic – Includes origins of Mexican, Puerto Rican, Central America, South America, or other Spanish cultures.
4. _____ American Indian/Alaskan Native
5. _____ Asian/Pacific Islander
6. _____ Multiracial